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3 JUL 1962

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Establishment of a Special Security  
Policy and Clearance Center

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in Paragraph 4.

2. Reference is made to your three previous memorandums to the Director of Personnel, two of which were dated 10 May and one dated 8 June 1962, concerning the establishment of the Special Clearance Security Control Center which was authorized in a memorandum from the Deputy Director of Central Intelligence to the Director of Security dated 11 April 1962. Your memorandums authorized the Director of Personnel to establish [ ] positions for the Table of Organization of the Special Clearance Security Control Center. 25X9

3. Subsequent to the approval of the Special Clearance Security Control Center, the Office of Security, through a written agreement between the Secretary of Defense and the Director of Central Intelligence dated 25 April 1962, was assigned responsibility for establishment and implementation of security policy for major programs conducted by this Agency and other Agencies participating in the National Reconnaissance Program. Accordingly, the Special Security Policy and Clearance Center is to be established for this purpose.

4. It is recommended that a Staffing Complement of [ ] positions be authorized in accordance with the organizational structure shown in Tab A for the Special Security Policy and Clearance Center. Of the [ ] positions requested, [ ] have already been authorized for staffing of the Special Clearance Security Control Center. The additional increase in the Office of Security ceiling and staffing complement of [ ] positions is required to fulfill our obligations on behalf of the National Reconnaissance Program. 25X9 25X9 25X9 25X9

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5. Tab A reflects the proposed Organization which should appear on the Office of Security Table of Organization as a Staff Function. Tab B contains the proposed Statement of Functions. Tab C is a Statistical Tabulation of the required number of positions and desired grade structure.

6. If approved as presented, increased salaries and related costs for Fiscal Year 1963 would require funds in the amount of \$320, 942. The Comptroller's office has been verbally informed of these costs and has stated that they would be considered along with other items in the current budget review.

7. After the Special Security Policy and Clearance Center is fully activated, the Salary and Wage Division, Office of Personnel, will be requested to review the positions from a title and grade classification standpoint.

25X1A

*Sheppard Edwards*  
Director of Security

**Attachments:**

Tab A, B, and C.

The recommendation in Paragraph 4 is approved.

*See TS 141187 - Memo to Comptroller  
from DD/S, same subject, dated 16 July 62*

~~L. K. WHITE~~  
Deputy Director  
(Support)

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